

AVOIDING INVOLUNTARY SEPARATIONS

Decision and Plan to Reduce Staff



Institute Hiring Limitations



Begin Career Transition Assistance



**Offer Voluntary Early Retirement Authority (VERA) and/or
Voluntary Separation Incentive Pay (VSIP)**



Register Employees in Priority Placement Program (PPP) (Early Registration)
(Note: Employees are eligible for Reemployment Priority List (RPL) registration if a Certificate of
Expected Separation (CES) is issued)



Issue RIF Notices



Register eligible employees in RPL



Register Employees in Priority Placement Program (PPP) (Mandatory)



**Notify Employees of the Interagency Career Transition Assistance Program
(ICTAP)**



Offer Buyouts (VSIP Phase II) to Create Vacancies



Accelerate Career Transition Assistance



Separate Employees



Provide Assistance to Separated Employees